

## Vehicle Handling Procedures

### KEY PLACEMENT

- **Mitsubishi Outlander** Import and Export- Key is placed in the center console- close console after keys are placed inside.



- **Mitsubishi Mirage** key is placed in cup holder



- **Land Rover** - Key is placed in the left front door pocket



- **Jaguar** - Key is placed in the left front door pocket



- **General Motors**- Key is placed in the center cup holder. NOTE – key should be flipped into the remote so it does not damage cup holder/ console.



- **Volvo**- Key is placed on right front seat



- **Ford Fiesta**- Keys are hung from rear view mirror or placed in center cup holder



- **Honda**- Keys are placed in the cup holder with the key folded in the FOB



- Walk around the vehicle before entering to check for damage

Before starting work you should have removed or covered rings, watches, belt buckles and any objects that could damage the vehicle.

- Adhere to posted speed limit- 15 MPH on AMPORTS property
- Place left tires on line when parking
- Apply parking brake before exiting vehicle- this is a customer requirement
- Adhere to assigned route- do not cut through open lots/ parking area's
- No smoking, eating or drinking inside vehicle
- Do not use cell phones, Bluetooth and no texting while driving and/ or on AMPORTS leased property
- Upon exiting vehicle ensure all interior protection is in place, i.e. seat covers, steering wheel covers, door panel protectors, floor mats
- All accessories turned off, i.e. wipers, lights, radio's
- Close all windows/ doors and sunroofs
- Upon exiting vehicle ensure door is closed and key is in correct location
- AMPORTS has 4 designated smoking areas. 2 at 401A, 1 at 401B and 1 at 301B. **This is the only area smoking is permitted during break and lunch times.**